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DEPARTMENT OF THE AIR FORCE
1130TH AEROSPACE TECHNICAL DEVELOPMENT
AND TRAINING GROUP
Edwards Air Force Base, California 93523

ATTG Reg 205-11

14 November 1969

Security

PROPERTY PASS PROCEDURES

This regulation details property pass procedures for control of classified property to be moved from the compound. This does not apply to movements of classified material during deployments.

1. Policy. All personnel departing the ATTG compound with classified material will present a signed property pass form to the Lockheed Plant Protection Guard at Post #1.
2. Responsibilities. Each section chief is responsible for the proper adherence to this requirement by all members of his staff. Classified material will not be released from the unit area until the procedures outlined in paragraph 3 of this regulation are completed.
3. Procedures.
 - a. All personnel departing the compound with government classified property will present a property pass, Temporary Issue Receipt, AF Form 1297, to the guard at Post #1 and/or Post #2.
 - b. These forms will be completed as follows:
 - (1) The "TO" column will reflect the name of the person transporting the property, and the destination of the property.
 - (2) The "issued by" column will reflect the section controlling the property.
 - (3) The form will also indicate serial number, if applicable, stock number, description, and final disposition if known.
 - (4) The date, section, telephone number, and signature of the releasing authority listed on the bottom line of the form is mandatory.
 - c. The Supply Section will prepare all AF Forms 1297. Personnel authorized to sign the forms are the Director of Materiel, the Assistant Director of Materiel, Supply Officer, and the NCOIC of Supply.

Supersedes WRSP-IV Reg 205-11, 17 Jun 69. (For summary of revised, deleted, or added material, see signature page.)

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d. A member of the security staff will inspect all material prior to its removal from the area and also sign the AF Form 1297.

e. The releasing officer cannot serve as the courier or transport the material approved for removal or transfer. An authorized releasing authority, other than the originator, must sign for the release of the property

f. All vehicles brought within or departing from the ATTG compound are subject to search at any time and all unaccountable government property confiscated.

R.A. Schamber
for
R.A. SCHAMBER, Colonel, USAF
Commander

Summary of revised, deleted, or added material

Content generally updated. Format updated to conform with AFM 5-1.
Organizational designation changed.

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